

January 15, 2003

«TITLE»
«NAME»
«ADDRESS»
«CITY», «STATE» «ZIP»

Dear «TITLE»:

Enclosed are the 2003 Core 40 and Honors Internet Update System (**CHIPS**) instructions. I apologize for the delay in their delivery this year. I hope you will benefit from the enhancements made to the System in terms of ease of operation. The System should be available starting January 15, 2003.

Your high school User Name and Password have changed from last year for security reasons. The information appears at the bottom of this letter. Please keep this confidential information in a secure location. Please also remember where that location is should you need to refresh your memory as to the correct User Name and Password at a later date.

Even if you have completed this process before, please take a few moments for review. This may alleviate stress about the process as well as ensure greater accuracy and ease of reporting. If after reviewing the instructions and sharing the information with your Information Technology staff (if necessary), you continue to have questions, please contact me.

Please be sure to submit the required information by **Monday, March 10, 2003**. This includes **both** the Certification Statement, which may be submitted to me at SSACI by fax or U.S. mail, as well as completion of data entry via the Internet. Please do not send printouts of the Internet list or the Verification Form completed by students and parents. These are to be kept for your records if you choose.

Now more than ever, your participation in this reporting endeavor is crucial to students receiving due consideration for Academic Honors or Core 40 enhancements to the need based Indiana Higher Education Grant program. The time you and your staff spend on this project is greatly appreciated. Thank you for all you do in helping students achieve their academic goals and secure need based funding to help meet the cost of higher education.

If you have questions about the academic requirements associated with Core 40 or Academic Honors Diploma curriculum, need stickers for transcripts, or seals for diplomas, please contact the Indiana Department of Education at 317-232-6610. If you have questions about the CHIPS reporting process, please contact me at SSACI.

Sincerely,
Kathryn J. Moore
Outreach Coordinator
317-232-2350 Phone
317-232-3260 Fax
Email: ahdc40@ssaci.state.in.us

High School: «NAME» User Name: «USERID» Password: «PASSWORD»
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